

OFFICE OF CAMPAIGN FINANCE BULLETIN

This bulletin is being issued to all registered candidates/PCC and political committees in an effort to clarify the process of selecting a general operating expenditure from Schedule B when preparing the Report of Receipts and Expenditures (form 16) online for electronic submission. A review conducted by the Office of Campaign Finance (OCF) revealed that most political committees when preparing Schedule B online are creating their own category of general operating expenditure by checking “Other” and specifying in detail the exact description of the expenditure. This process of selecting “Other” and creating a descriptive category of general operating expenditures has caused significant problems with inflated percentages and the generation of an unreliable report. To avoid these problems, filers should review the drop down menu list and select the expenditure closely related to the expenditure activity made by the political committee. The selection “Other” has been removed from the drop down menu screen because the Office of Campaign Finance believes that your expenditure can be identified through the following expenditure categories.

REVIEW THE FOLLOWING EXAMPLES OF EXPENDITURE SELECTIONS:

Expenditure Categories

Accounting Service = Campaign Auditor, Financial bookkeeping and Campaign CPA:

Advertising = News paper ads, posters, Flyers, Radio and television advertising:

Bank Fees= Bank maintenance fee, bank service charge, return check fee and check orders:

Fund-raiser = Campaign event, catering, meet & greet, raffle and bake sale;

Campaign Materials = Stationary, political buttons, tee shirts, campaign mementos:

Supplies = Pens, paper, calendars, books, folders, etc:

Loan Repayment = Reimbursement:

Catering Refreshments = Food, beverages, dinners and catering service business:

Computer Expenses = Computer equipment, software, computer supplies, web site cost:

Consultant = Media consultant, public relations, management contract, professional service contract:

Equipment Purchases = Fax machines, photocopiers and furniture:

Rental = Campaign headquarters, Office space, P.O. Box, and equipment:

In-Kind = Donated property:

Petty Cash = Miscellaneous purchases:

Polling/Mailing List = Voter rolls, surveys and polling companies:

Postage = Mailings, stamps, shipping cost:

Printing = Photocopying, reproduction costs, faxes:

Salary/Stipend = Pay pal, payroll and incremental payments:

Phone Bill = Phone maintenance fee, long distance fee, cellular phone cost, phone answering service fee:

Travel = Courier service, car repair, car lease, auto insurance, gas, taxi fare:
Utility = Electric bill, water bill, gas-heating bill:

Please review the general operating expenditure menu selections on the Schedule B screen below. If you have any questions concerning general operating expenditures, contact Michael Simpson, Public Affairs Manager at (202) 671-0547.

DCOCF-EFS: Schedule B: Itemized Expenditures - Operating Expenditures - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail New Window

Address http://ocf.dc.gov/efs_forms/form16/firm16shb.asp?sch_type=B&indorg=1 Go Links

Schedule B: Itemized Operating Expenditures

☒ Select if Individual
☐ Select if Organization

Fields marked with an asterisk (*) are required.

Select

Advertising
Bank Fees
Fund-raiser
Campaign Materials
Supplies
Loan Repayment
Catering/Refreshments
Computer Expenses
Consultant
Equipment Purchases
Rental
In-Kind
Petty Cash
Polling/Mailing List
Postage
Printing
Salary/Stipend
Phone Bill
Travel
Utility
Other

Advertising

MI
Washington

*City
Washington

*Last Name
Suffix
*State
DC (Dist. of Columbia)

*Zip

Occupation
City
State
-Select State-
Zip

*Expenditure For
-Select-
(Specify if Other)

*Date (mm/dd/yyyy)

*Amount of each Expenditure this period